



Town of Elsmere

Job Description

Tax Clerk

Pay Grade	FLSA Status	Last Reviewed
7	Non- Exempt	March 2008

POSITION OVERVIEW:

This position is responsible for the preparation and maintenance and accuracy of the Town's property tax records. Responsibilities include posting, balancing, and verifying all property tax records, maintaining complex tax records and preparing periodic summary reports. The position has the responsibility for accuracy and timeliness of all records associated with property taxes including legal and financial records. The position also maintains the official records of all of the Town's meeting minutes, agenda's, ordinances and resolutions. The tasks of this position are performed under general supervision from the Finance Director.

ESSENTIAL FUNCTIONS:

- Cross trains in the duties of the Account Clerk I, II & III position in order to assist in their absence;
- Establishes computer files for each tax parcel within the Town;
- Prepares all tax related bills and payments;
- Updates and reviews for accuracy all tax transfers, liens, and munitions;
- Reviews all files for accuracy and makes corrections and updates as needed;
- Attends Council Meetings and prepares for adoption the official minutes of those meetings;
- Maintains the official record and disposition log of all Ordinances and Resolutions;
- Communicates and works closely with the Town Solicitor and his office;
- Communicates and works closely with the New Castle County Property Tax Department;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of:

- Town of Elsmere Property Tax and Accounting software;
- General clerical and accounting procedures;
- Office terminology;
- Legal terminology related to tax collection.

Ability to:

- Communicate orally with other employees and the general public in face-to-face one-on-one settings or using a telephone and e-mail;
- Prepares reports and forms using a keyboard device;
- Remain in a sitting position for extended periods of time;
- Work cooperatively with other Town employees and the public;
- Make mathematical calculations rapidly and accurately (examples: add, subtract, multiply, divide, and use percentages);
- Operate standard office equipment (examples: computer adding machine, calculator, copy machine, microfiche reader/printer, microfilm reader/printer, and cash register);
- Comprehend written material in the English Language such as Personnel Policies, Memorandums, and Administrative Policies, Procedures and Regulations;
- Bend or stoop to file or retrieve information.
- File documents alphabetically, numerically, and chronologically.
- Work independently with minimal supervision.
- Write legibly to post entries in files.
- Work safely without presenting a direct threat to self or others.

ADDITIONAL REQUIREMENTS:

The responsibility for the transcription of meeting minutes for the Mayor and Council, Planning Commission, Board of Adjustments, Pension Committee and Finance Committee are dispersed though Secretary I, Secretary II, Secretary III, Account Clerk I, Account Clerk II, Account Clerk III, Administrative Assistant I, Tax Clerk and Senior Tax Clerk, positions. Therefore this position may transcribe meeting minutes;

- Must be proficient in the use of computer software programs such as Microsoft, Word, Excel and Outlook.
- Must pass a pre-employment criminal background check, alcohol and drug screening, driving record check.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of property tax related work or clerical accounting experience, supplemented by courses in property tax preparation or management, bookkeeping and business machines. Other combinations of experience and education that meet the minimum requirements may be substituted.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, distinguishing smells and repetitive motions;
- Must be able to perform medium work exerting up to 30 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, work with accounting data, operate a computer, use measurement devices, and be able to inspect work of others.